

**Morrill Science Center Renovations**  
**Western Massachusetts Office of the Department of Public Health**

**MEMORANDUM OF UNDERSTANDING**

**DRAFT -2**

**1. Project Description:**

The general scope of this project is to complete renovation and consolidation of the current space in Morrill I and IV that is occupied by the Western MA office of the Massachusetts Department of Public Health. This consolidation will result in the conversion of one room on the fourth floor of Morrill I -Fourth Floor - Room N439 from UMass use to Dept of Public Health Use as a conference room. The plans show the proposed rooms that will be converted from use by the Department of Public Health and those that will be renovated by UMass for continued use by the Department of public Health..

Renovations and consolidation will be implemented in accordance with the plans developed by F&CP and reviewed and approved by the Dept of Public Health. The approved plans are appended to this document.

**A. Goals, Scope, and Intent**

- The goals of this project are to:
  1. Accommodate UMass Amherst's need for upgraded vivarium space through a consolidation of (1) Plan, design, and construct renovations for space in Mass Department of Public Health (DPH) space in Morrill I and IV; to suit the current reduced space needs of the Western Massachusetts Department of Public Health (WMDPH) for the three divisions that operate at the offices located on the UMass Amherst campus;
  2. (2) Program and design space for the Drug Analysis Testing Laboratory, the Infectious Disease Bureau, and the Public Health Office;
  3. (3) Implement this project in phases starting in spring of 2010 to maintain operations of the three offices during construction.
- The scope of project is to renovate and repurpose for the benefit of WMDPH five existing rooms currently assigned to WMDPH and underutilized on the second floor of the Morrill I building - rooms 245,247,247A, 251, 251A and 251B.
- The proposed scope includes providing and installing a new 4' fume hood in room 247A to replace an existing hood that has limited functionality and to meet minimum standards for exhaust rate, and to clean and paint the existing rooms. As part of the planned HVAC upgrade in 2011, a new 6' fume hood will be provided and installed in room 236.

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- The intent of the reprogramming and renovation of the currently underutilized spaces – rooms 244 through 256A is to renovate the space in the east wing of the second floor of Morrill I as a new laboratory research facility for animal care. This will provide a much needed facility on the east side of campus where most of the need for these facilities now exists.
- The project extent is to consolidate WMDPH from the current total of 6,700 NSF to 4,160 NSF.
- This consolidation reorganizes the spaces to meet the functional needs of the three current operating divisions in the Morrill Building – the Drug Testing LabDrug Analysis Laboratory, the Infectious Diseases Office and the Office of Public Health. The proposed reduction of space stems from the reduction in WMDPH programs and staffing at this location
- The primary reduction of programs in the Morrill building is because the food testing programs that were formerly conducted in this location are no longer part of the Commonwealth's regulatory programs in public health. Any remaining functions related to food testing were assumed by the Federal Government. Much of the former food testing space has been used for storage since that time and functions within adjacent spaces have been rearranged, thus leaving underutilized space in several locations.

## **B Project History:**

The Morrill Science Center is a multi-use facility with research laboratories, teaching laboratories, classrooms, and office space, predominantly used by the College of Natural Sciences. The complex consists of four connected buildings, constructed from 1959 through 1966, referred to as Morrill I through Morrill IV respectively. The complex has a gross area of 354,000 square feet, with the buildings typically three or four stories in height. Morrill II, built in 1960, is approximately 91,000 square feet. Morrill III, built in 1962, is approximately 79,000 square feet. The Department of Public Health has been located in Morrill I and IV since the buildings were constructed.

This project to both consolidate the space for WMDPHG and to renovate space for UMass was first discussed in January of 2009. Proposals for space use and renovation were agreed in principal during the spring and summer of 2009. Draft and final plans for this work have been developed since August 2009 and have culminated in the attachments that are part of this MOU.

### **2. Scope of Work:**

#### **A. Related work under this contract outside the perimeter of the space renovation**

- In general there is adequate power in the building, adequate utilities feeds, but all HVAC needs including make-up air, AC, roof fans for ventilated hoods, and all controls except heating supply will be included in the project renovation.

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- Heating for the spaces is part of the overall building low pressure steam system and does not need to be replaced. Air conditioning will be provided to meet office and laboratory standards through solutions to be developed by the architectural and engineering plans.
- There is minimal building exhaust from both lab and office areas supplied by an exhaust fans in the West Penthouse of the fifth floor.

- Since the existing system does not have sufficient capacity to support a modern fume hood installation, a new unit will be provided to complete a system that will be installed outside the building with ductwork to the roof.

#### **B. Conditions of Work, and Demolition**

- This renovation will be implemented in an occupied building. Phasing of the work and timing of work that involves noise and other environmental disturbance will be performed in off hours to be determined by agreement among the parties to minimize disturbance without unduly adding to the project cost or schedule.
- ~~Construction of a secure drug lock up facility will be completed before operations will move out of the east side of the second floor of the Morrill Building. A secure lock up will be inclusive of reinforced walls, a security system and fingerprint scanning to unlock the door.~~
- Care will be taken to minimize the removal of existing walls and construction and to construct new as needed to meet the requirements of the agreed plan.
- The flooring in all of the spaces is VAT. There will be no VAT abatement performed in this project. Tiles that become loose or require removal shall be handled in accordance with UMass requirements for incidental VAT removal. Where floor tile infill is required, VCT shall be used as the replacement floor finish.
- The Department of Public Health will work on site with the UMass project team to identify all existing surplus furnishings, equipment, and other items in the existing rooms that can be disposed by UMass. DPH will be responsible for removing other items to be retained or designating them to be relocated to other spaces for future use on site.

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#### **D. New Architectural Layout and Finishes**

- All new interior partitions required by the plan to be standard steel stud and GWB of the type required for each condition with backer board and related support for lab and equipment installation.
- New walls and existing walls for the new Secure Document Archive/temporary drug locker to be built within the footprint of the existing room N224 will be constructed to specifications that assure maintenance of security.
- All visible wall and ceiling surfaces and doors and casework for doors and windows will be primed and painted.
- Floor finishes where existing floors are disturbed will be VCT or in storage area the do not now have VCT remain concrete.
- Ceilings will be 2x4 lay-in acoustic tile.

- New and existing door openings will be hollow metal frames, new solid core clear finish wood doors and standard UMass hardware – Yale locksets
- There are a number of new openings in masonry walls - see plans.

#### **E. Furnishings, Equipment, and Security**

- Existing furnishings and equipment will be reused except where dimensions or types do not fit the new plan
- All new FF&E is shown on plan including shelving and counters.
- For the modular systems furnishing cubicles to be installed in room assume the UMass standard of Herman Miller Ethespace systems.
- Lock will be installed between rooms N224 and N224A
- Fingerprint reader and alarm will be installed on the secure document archive in order to allow use of this room for interim storage of confiscated drugs during renovation of the permanent facility (-N251B) as part of the renovated space north of the corridor.
- IT connectivity design, review and approval by the Dept of Public Health will be part of the design process for this project.

#### **F. Lighting, Power, and Communications**

- Lighting in all rooms to be renovated except storage spaces to be cable or stem mounted up/down strips with parabolic diffusers and under-shelf task lighting where necessary
- Power in building is assumed adequate
- New outlets and distribution power will be installed where necessary in the new plan layout to maintain standards for lab and office uses.

#### **G. Heating Ventilating and AC**

- Heating, Ventilation and air conditioning will be renovated to meet all code requirements with controls to meet the needs of office and laboratory occupancy standards maintained by UMass for campus facilities elsewhere in the Morrill complex.

Existing non-functioning window units and other equipment will be removed as part of the demolition scope of work.

- There is one vented lab hood as shown on the plan in room N247A. This hood will be replaced with a new hood vented via the installation of a new exterior duct. Phasing of the installation will be coordinated to assure continuous availability of a fume hood for lab needs.

**Comment [DPH1]:** Will the hvac system for the office area on the East wing be window units, floor units or a central air system?

#### **H. Plumbing**

- The sink in the old dark room area N245 and associated plumbing will be replaced.
- A new fume hood should not be provided with a cup sink or water unless absolutely necessary and if necessary should be connected to the N245 drains
- Allowance for possible additional water or gas to lab equipment in N245 or N247A to be verified.

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**3. Stakeholders:** The following list identifies the active participants in this project:

NAME	TITLE	PHONE NUMBER
Grace Connolly	Director of Admin and Finance, Dept of Public Health	617 983-6241
Jim Hanchett	Manager Supervisor of Drug Testing Lab Drug Analysis Laboratory	(413) 545-2601
Helen Taugher	Immunization Nurse Leader	(413) 545-6500
Jim Cahill	Director, F&CP	413 545-1383
Tom Shaw	AD, Design & Const.	413 545-6499

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**4. Assumptions:** The following items are understood to be agreements with regards to responsibilities and/or issues for this project.

- 1) This project will be funded via funding sources identified by UMass Amherst.
- 2) This project will be designed and constructed by UMass Amherst and phased if necessary to minimize disruption to both the DPH and to other occupants in the building.
- 3) F&CP will secure the services of design firms as needed to assure that these projects move towards completion in a timely manner.
- 4) F&CP will develop a plan for maintaining security of the facilities and operations of DPH throughout the project construction period.
- 5) The fume hood to be provided in Lab N236 will be installed and made operational as part of the phasing of the adjacent Vivarium project.

This document has been recorded as a means of achieving a mutually agreeable understanding of the scope of this project. The undersigned concurs with the information in the documents and, as such, considers it accepted as written. Any subsequent changes in the scope of the project agreed upon by both parties shall require that an amendment to this memorandum of understanding be submitted for approval.

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Grace Connolly  
Director, Administration and Finance  
Massachusetts Dept of Public Health

Date

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James E. Cahill  
Director, Facilities Planning Division

Date